



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
 Superintendent**

DIVISION MEMORANDUM  
 No. 365 , s. 2024

May 23, 2024

**APPROVED ACTION RESEARCH STUDIES UNDER THE BERF 2024 GRANT FACILITY**

To: Assistant Schools Division Superintendent  
 Chief, OIC-CID and SGOD  
 Elementary & Secondary School Principals  
 BERF 2024 Grantees

1. This Office, hereby announces per Regional Memorandum No.429 s. 2024 the **Approved Action Research Studies under the BERF 2024 Grant Facility** based on the Proposal Evaluation conducted from April 3 to May 15,2024 via an online platform. *Please see Enclosure A for the List of Approved AR Strategies, Interventions, and Innovations per SDO.*
2. In line with the aforementioned, the BERF 2024 Grantees are hereby requested to submit the following mandatory research deliverables on or before May 31,2024:

Research Deliverable(s)	Research Resource(s)
Action Research Proposals <i>(with required Documentary Attachments, research Checklist/ Scoring Templates and Memorandum of Agreement)</i>	SWRITES: <i>AR Proposal Guide</i>  <i>(RO-PPRFO65,035,036,034,030,031, 032,033,040,042,040,044,046,048,055)</i>

3. In addition, all BERF 2024 Grantees are instructed to submit the softcopies and hard copies of your Action Research Proposals to **Mrs. Ma. Antonette P. Dugang EPSvr-SGOD**, who will do the final uploading of the said soft copies and forward all the hard copies of your AR files to the Regional Research Coordinator.
4. For more information, all concerned may contact the Policy, Planning, and Research Division (PPRD). Department of Education-Regional Office VII, Government Center, Sudlon, Lahug, Cebu at loc.734 or through email at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).
4. For immediate dissemination.

For the SDS:   
**JOHN ARIEL A. LAGURA PhD**  
 OIC-Assistant Schools Division Superintendent

**WILFREDA D. BONGALOS PhD CESO V**  
 Schools Division Superintendent

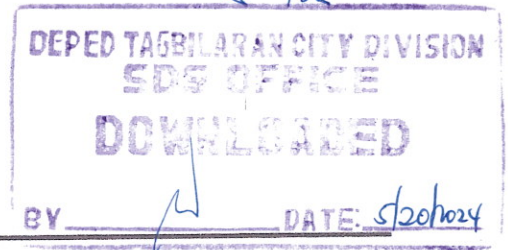
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Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS



Office of the Regional Director

**REGIONAL MEMORANDUM**

17 MAY 2024

No. **429** s. 2024

**APPROVED ACTION RESEARCH STUDIES UNDER THE BERF 2024 GRANT FACILITY**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 All Others Concerned

1. This Office, through Policy, Planning, and Research Division (PPRD) in collaboration with the Regional Research Committee (RRC) and Schools Division Research Committees (SDRCs), announces the **Approved Action Research Studies under the BERF 2024 Grant Facility** based on the Proposal Evaluation conducted from April 3 to May 15, 2024 via an online platform. *Please see Enclosure A for the List of Approved AR Strategies, Interventions, and Innovations per SDO.*


2. In line with the aforementioned, the BERF 2024 Grantees are hereby requested to submit the following mandatory research deliverables on or before May 31, 2024:

Research Deliverable(s)	Research Resource(s)
Action Research Proposals <i>(with required Documentary Attachments, Research Checklists/ Scoring Templates, and Memorandum of Agreement)</i>	SWRITES: <i>AR Proposal Guide</i>  (RO-PPRD-F065, 035, 036, 034, 030, 031, 032, 033, 040, 042, 044, 046, 048, 055)

3. In addition, all research coordinators are directed to upload the softcopies of the said research files through the following link: <http://tiny.cc/PRPRResearchDeliverables24>. The file to be uploaded shall follow this filename format: SDO\_Title of the AR Study, e.g. SDO-Bais City\_ASPIRE\_Assisting Students in Pursuit of Improved Retention in Education.

4. For more information, all concerned may contact the **Policy, Planning, and Research Division (PPRD)**, Department of Education-Regional Office VII, Government Center, Sudlon, Lahug, Cebu City at loc. 734 or through email at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).

5. For immediate dissemination.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
 Director IV  
 Regional Director

STJ/FYA/PPRD/BDT/smtc



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Number: 639457623193 local 700

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APPROVED ACTION RESEARCH STUDIES UNDER THE BERF 2024 GRANT FACILITY

DIVISION	RESEARCH COORDINATOR	LEAD RESEARCHER	SECOND RESEARCHER	THIRD RESEARCHER	ACTION RESEARCH TITLE <i>(Strategies, Interventions, and Innovations)</i>	SCREENING <i>(Documentary Attachments)</i>	EVALUATION <i>(SDRAC &amp; RRC)</i>
BAIS CITY	JOCelyn E. LUBA <i>EPSur, SGOB</i>	Riza S. Berrame	Johnalyn J. Uliang	Mary Francis Edner <i>P. Saycon</i>	Assisting Students in Pursuit of Improved Retention in Education (ASPIRE)	Completed	PASSED
		Edna S. Valez	Elizabeth B. Paquera		Cabbage Pass: A Game Strategy to Increase Students' Engagement		
		Franco R. Gablines	Franco A. Darquilo	Octavio P. Cabio	Electronic Interactive Material for Disaster Preparedness		
		Lourdes Irene J. Dacillo	Amwar Lee T. Cabrera		Electronic Classroom Observation Tool for Instructional Leaders		
BAYAWAN CITY	RUBY T. YPAROSA <i>SEPS, P&amp;R</i>	Rommel P. Latid			Increasing Learners' Performance in Science Using Canva	Completed	PASSED
		Marisa D. Abarro	Ivy Jane P. Boritigao	Jelvn C. Bianan	Mobility Optimization of Grade 1 Learners for Word Recognition in Mother Tongue		
		Neil Renmar M. Isidoro	Chisanta E. Benillo	Charlie Mae B. Aberia	Improving Learners' Attendance through Reward, Home Visitation, and Feeding (ReHoFe) Program		
		Lyndon B. Paguntalan	Jose Marie Queen Bee Libe	Grace Joy I. Tajanlangit	Hydroponic System for GREEN School Programs Sustainability		
TOLEDO CITY	IRENE A. BARIQUIT <i>SEPS, P&amp;R</i>	Christy B. Alteche	Reynold P. Babor	Antoneth I. Diaz	Contextualized e-Learning Materials for Differentiated Instruction in Biology	Completed	PASSED
		Virgie Lee E. Deligero	Deborah F. Manabat	Patrick James C. Tesorio	ReCoDe: Research Competence Development Using the Research-Based Pedagogy Tool (RBP7) Model		
		Ma. Vanessa N. Melliza			Enhancing the Efficiency of SHS Teacher-Advisers on Learners' Records and Forms through I-FAST		
		Gerardo V. Cortes Jr.			Integrating SOLO Model for Effective Learning Assessment		
CANLACION CITY	LESTER C. PARALINAS <i>EPSur, CID</i>	Aguinaldo C. Escares			Reading Partner Challenged and Knowledgeable (RePaCK): An Intervention to Improve Learners' Reading Performance	Completed	PASSED
		Angelina F. Abendan			Project OPAD: An Intervention to Improve Reading Comprehension among Grade 10 Learners		
		Geisha P. Daagosa			Project KI-LAY: Improving the Division Personnel and Staff Physical Well-Being		
		Kathleen O. Cabugrason			Enhancing Proficiency of School Planning Coordinators through Project PASPAS		
CARCAR CITY	ROMMEL W. OTERO <i>SEPS, P&amp;R</i>	Katrina M. Ortega	Annabelle G. Ormanalin		Prilo (Project Journal): An Integrated Approach to Improving Writing Skills	Completed	PASSED
		Rommel O. Paritigan			Advancing Strategic Intervention Materials (ASIM) for Grade 11 Learners in General Chemistry 1		
		Alven Jay Abadiano	Karen B. Lauron	Vicente M. George	Interactive Storytelling (IS) for Grade 3 Learners: A Numeracy Skills Intervention		
		Rommel W. Otero			Precision in Practice (PIP): A Comprehensive Framework for Research Quality Management Program of Carcar City Division		

	<b>RESEARCH COORDINATOR</b>	<b>LEAD RESEARCHER</b>	<b>SECOND RESEARCHER</b>	<b>THIRD RESEARCHER</b>	<b>ACTION RESEARCH TITLE</b> <i>(Strategies, Interventions, and Innovations)</i>	<b>SCREENING</b> <i>(Documentary Attachments)</i>	<b>EVALUATION</b> <i>(SDRC &amp; RRC)</i>
<b>CEBU PROVINCE</b>	<b>APPLE MAYE A. SUSILLA-BARABAT</b> <i>SEPS, P&amp;R</i>	Ivy M. Lapuerta			I-SIMULATE: Interactive SIM Utilization for Least Learned Competencies in Science 7	Completed	PASSED
		Mariane C. Basalo			Sa Basa, Itaw ang Bida (SIBD): A Remediation Program for Grade 6 Learners		
		Rechie C. Bajasa			Improving Learners' Classroom Attendance through Project PARIS: An Intervention		
		Archie S. Gallego			Engaging Challenged Learners through Contextualized Learning Approaches: A Project AGAKA		
<b>CEBU CITY</b>	<b>CHRISTOPHER D. VILLANUEVA JR.</b> <i>SEPS, P&amp;R</i>	Rodulfo A. Capangangan Jr.			Strengthening the School Governance Council (SGC) through Kotler's Change Management Model	Completed	PASSED
		Oliver D. Reyes			Student Academic and Behavioral Enhancement Program (SABEP) for Challenged Learners		
		Charlie L. Salve			Coping Hurdles in Action Research through Learning Instructions and Exercises (CHARLE): An Intervention		
		Christopher D. Villanueva Jr.	Jason R. Buglong	Reynaldo V. Moral	Mastering Action Research through ARROW Serye for Instructional Leaders		
		Nestor A. Arandia	Edwin S. Cablao		Adaptive Literacy Program (ALP) for Grade 7 Learners: An Intervention		
		Joseph B. Gonzales			Project MARK (Music As Reading Key): A Literacy Intervention for Grade 1 Learners		
<b>DANAOG CITY</b>	<b>MARITES P. BANZON</b> <i>SEPS, P&amp;R</i>	Juan S. Almagro	Rose Ann A. Abrigana		Enhancing Literacy through Project GABAY: A Reading Intervention for Grade 5 Learners	Completed	PASSED
		Ediberto M. Hiney Jr.	Alvin M. Tampus	Mark Anthony K. Cola	Employing the "Dummy Research Assistance Manuscript" on Teaching Practical Research for Senior High School		
		Marie Joy C. Almaden			Mockup Simulation Activities: Its Effects to Students' Performance in Genetic Engineering		
<b>CITY OF MAGA</b>	<b>ADA G. DAYONDON</b> <i>DPO III</i>	Maria Elsie R. Laput	Christine F. Gentapa	Marchu M. Baroman	Improving the Reading Ability of Grade 7 Learners: A Lindamood-Bell Learning Processes and New Concurrent Approach	Completed	PASSED
		Ruben P. Altubar Jr.			Innovating Localized Smartphone Application Tool to Improve Students' Behavior		

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DUMAGUETE CITY	JOSUA QUINICUITO EPS II, HRDS	Winessa C. Flores	Cherry Lou G. Lagrimas		Honing the Word Problem Skills of Grade 9 Learners: A Close-Reading and Four-Step Technique (CRAFT)	Completed	PASSED
		Vanessa B. Infante	Froilan Bhyod P. Cerdales	Jucil Marie D. Zuriga	Enhancing the Reading Comprehension Skills of Grade 2 Learners through Digital Storytelling		
		Michael A. Gutuan			Enhancing the Reading Ability of Grade 12 Learners in Computer Systems Servicing Through MS Office 365 Application Tools		
		Chinky May F. Paualanang			Professionalism in the Actual Utilization of Social Media in Education (Project PAUSE): An Intervention		
GUIHULNGAN CITY	CHRISTIAN EDU B. VILLEGAS Principal II	Maybelen O. Trinidad			Improving the Performance of Grade 5 Learners in Araling Panlipunan: A Sequential Art Problem-based Learning	Completed	PASSED
		Theresa C. Adventurado			Integrating Multimedia in Increasing the Proficiency Level of Grade 4 Learners in Vocabulary		
		Christine Dodgleh O. Carate			Enhancing the Number Recognition Skills of Kindergarten Learners: A Play-based Learning Approach		
		Reyna Nina E. Aliviva			Improving the Phonological Awareness of Grade 1 Learners Through Bingo Games		
LAPU-LAPU CITY	MARIA MITZE B. ZAGALES SEPS, P&R	Julian John N. Limtuan			Augmenting Linguistic Competence of S-RS Students through Grammatical Competence using Quizizz-based Project GRAMMAR (Gamified Reinforcement and Augmentation Lessons on the Mechanics of Morphosyntactic Structure And Rules of Language)	Completed	PASSED
		Vonn Clyde C. Nuñez	Justine O. Baguio	Ma. Teresita S. Waiting	Using Translanguaging Strategy in Enhancing Grade 11 Students' Reading Comprehension Skills		
		Jimmy G. Pedroza			Writing-to-Learn (WTL) Strategy: Leveraging Reading Comprehension Gaps		
MANDAUE CITY	IVY B. GODINEZ SEPS, P&R	Catherine T. Toracac	Charlene Y. Leay-Licay		Enhancing the Reading Ability of Grade 8 Learners Through Tereed Podcast Strategy	Completed	PASSED
		Maria Corazon M. Yosores			LAC Sessions on Cultivating Quality Microsoft Powertpoint Interactive Presentations: Intervention to ICT Challenged Teachers		
		Iris Mae A. Pelancio			Reflective Supervision on the Crafting of Classroom-based Action Research Among Master Teachers: An Intervention		

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NEGROS ORIENTAL	DAE P. HABALO SEPS, P&R	Michelle D. Malongo	Marilyn P. Perata		HoPTEL: Improving Reading Comprehension Skills of Grade 4 Learners	Completed	PASSED
		Gil S. Dael			Utilization of Literature Mapping in Practical Research 1: An Intervention		
SIQUJOR	VIVIAN Y. BOMEDIANO SEPS, P&R	Angel Arthur M. Doble Jr.	Juliet Anne Christina O. Doble	Lanitel A. Bautista	Robotics in Education: A Strategy to Improve Problem Solving Skills of Grade 10 Learners	Completed	PASSED
		Ruby T. Calibo	Jephany C. Maghanoy	Mercy Paz A. Cual	Improving the Reading Comprehension Skills of Grade 2 Learners through Balesation Ko, Basahon Mo (BKSM) Project		
		Reynaldo M. Santos			Larena LEADS: Empowering School Leaders in Digital Technology		
		Nancy S. Infesto	Elizabeth A. Morados	Florence Eve C. Sallot	Simplified Work Activities for Non-Numerates (SWANI): A Strategy to Improve the Subtraction Skills of Grade 1 Learners		
		Juliete J. Selma			Speak, Write, And Think (SWAT) Strategy in Teaching Reading to Improve Reading Comprehension Skills of Grade 8 Learners		
		Ma. Aileen Salabay	Prochita H. Millar	Roejlo V. Alago	Upskilling Research Teachers' Statistical Literacy through STATegic Workshops		
TAGBILARAN CITY	MA. ANTONETTE P. DUGANG EP&ur, SCOD	Lanie G. Gulas	Mercy Mae C. Serate		Project THROW: Throwing Habits Reducing Overproduction of Waste Using Standardized Assessment for Grade 11 Learners	Completed	PASSED
		Jonathan B. Gales			Developing a Norm-Referenced Grading System		
		Legardo R. Palaca Jr.	Dennis P. Galope		Enhancing Alternative Learning System (ALS) Implementation in the Senior High School by Ascertaining the Strengths, Weaknesses, Opportunities, & Threats (SWOT) Results		
		Andilyn A. Goras	Johnas A. Villaver	Praiselou B. Labajo	Cultivating Higher Order Thinking Skills in MAPEH 7: Critical Thinking and Problem-Solving Strategies		
		Maria Katrina A. Reyes			Improving the Literacy Skills of Kindergarten Learners: A Play-based Approach		
TALISAY CITY	ROSARIO DIOKO CES, SCOD VIOLETA A. ARSOLON EP&ur, SCOD	Lavinia G. Fernandez	Mae Bhen N. Genatas		Improving the Reading Ability of Senior High School Students in AI Tools: A Project VERA	Completed	PASSED
		Juvelyn C. Limpag	Jennifer R. Reluerto	Marving P. Buot	Improving the Numeracy Skills of Grade 10 Learners: Peer Tutoring and Coaching in Tno (P-TACT)		

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BOGO CITY	ALMIRA C. LEGARIA <i>DPO III</i>	Desheryl M. Cuyos			Exploring the Impact of Technology-Assisted Learning on Literacy Skills	Completed	PASSED
		Rommel A. Tio			Number Narratives: Enhancing Numeracy and Literacy Skills through Storytelling		
		Sharon S. Dy			Effectiveness of the School's Learning Action Cell (SLAC) to the Classroom Observation Performance of JHS Teachers		
BOHOL	MA. MAULITTE M. YAP <i>DPO III</i>	Ronald Rey S. Resabal			Centralized Electronic Navigation Through Research Academic Library (CENTRAL): A System Navigation	Completed	PASSED
		Joshua L. Relator	May Flor D. Cantones	Jaymarie B. Corpin	Technology-Based Learning (TBL): A Strategy in Improving Numeracy of Grade 2 Learners		
		Ronelo S. Pajo	Janice A. Bacsal		Improving Learners' Fundamental Academic Skills in Mathematics: CRA-ASUM Learning Package		
		Leedy Mae D. Luyon	Neil T. Tagaan		Teacher-Made Learning Packets in Facilitating Learners' Basic Reading Skills		
TANJAY CITY	ABSOLITA Q. MIRA <i>Research Coordinator</i>	Andersen Hains T. Torres			Optimizing Learners' Engagement in Reading through HASA-BASA	Completed	PASSED
		Marialyn N. Reyes			Enhancing the Mathematical Ability of Grade 10 Learners: A Project LIWANAG		
		Sheena C. Buquiran	Danielo A. Dedeles Jr.		Ensuring Learning Continuity in Times of Disaster: A Hybrid Learning Approach		
		Maemar B. Apurado			Improving the Efficiency and Effectiveness of M&E Processes in Digital Data Depot System (3Ds)		

*Basic Education Research Fund (BERF) 2024 Facility Grant*  
 Policy and Research Program  
 DepEd Region VII-Central Visayas



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**Department of Education**  
 REGION VII - CENTRAL VISAYAS

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whole title page

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**Bold paper title**

Paper Title

SWRITES: A Simplified Guide in Crafting Action Research Proposals  
[a1][a2]

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title page

Extra line between title and author name

Researcher's Name

She Writes

Affiliation

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Type of Research

An Action Research Proposal

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presented to the

Research Committee

Regional Research Committee (RRC)

for

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Non-BERF 2024/ RO-initiated Research CY 2024

[a3]

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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

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Republic of the Philippines  
**Department of Education**  
 Chapter I<sup>[a5]</sup>  
 REGION VII - CENTRAL VISAYAS

**INTRODUCTION**<sup>[SMC6]</sup>

**Context and Rationale**<sup>[a7]</sup>

**What is your study all about? What is the general situation or circumstance that makes you develop your proposal?** <sup>[a8]</sup> The action research (AR) proposal presents a general description of the problem or issue as its focus of inquiry. **Why is this situation or circumstance important?** In addition, it shows the educational relevance and timeliness of the identified problem as well as discusses the nature, extent, and salience of the issue. Also, the said proposal explains the need to conduct the AR as a way to address the issue or improve the situation. Furthermore, it elaborates the different aspects of the AR setting showing in depth and critical analyses of the problem you want to solve or explore.

**What do other authors say about your study?** <sup>[SMC9]</sup> The proposal cites previous studies related to the present research with sources that are properly acknowledged. Additionally, it discusses and synthesizes the viewpoints and issues underlying the current study. The related literature/s are critically evaluated to identify inconsistencies in current knowledge that the study intends to address.

**What is the gap in your study?** <sup>[SMC10]</sup> This part of the introduction addresses the gaps or limitations in the current body of knowledge. It is important to identify these gaps for they provide the rationale of the proposed research. The more gaps will be identified, the stronger the paper is.

**What do you intend to do?** <sup>[SMC11]</sup> State the aims of your proposed study or research undertaking.

**Why is your study important? Who will benefit? How?** <sup>[SMC12]</sup> **What is expected from your study?** <sup>[a13]</sup>

Here, you need to articulate the purpose and significance of the proposed research. This is where you will explain why the study is necessary and how it will contribute to the existing body of

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Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS

knowledge. Will it solve a particular problem? Will it offer a new way of thinking? Will it give a new direction towards enhancement of practice? Will it develop a new prototype, model, process, tool, etc.?

**Action Research Question** [a14][a15]

How can the use of *Supplemental Writing Resources for Innovative Techniques and Engaging Strategies (SWRITES)* as a simplified guide [a16] aid in the crafting of action research proposals [SMC17] by that of the Basic Education Research Fund (BERF)/ Non-BERF Proponents or DepEd Regional Office VII Program Owners [SMC18] per Policy and Research Program?

**OTHER EXAMPLES**

Will the use of *Supplemental Writing Resources for Innovative Techniques and Engaging Strategies (SWRITES)* as a simplified guide [a19] increase the number of crafted action research proposals [SMC20] by DepEd Region Office VII Program Owners [a21] per Policy and Research Program?

How to increase the knowledge and competence of the Technical Working Committee (TWC) Members on evaluating submitted action research proposals using the *Supplemental Writing Resources for Innovative Techniques and Engaging Strategies (SWRITES)* as a simplified guide? [a22]

How to enhance the content and substance of the crafted action research proposals of DepEd Region VII Program Owners using *Supplemental Writing Resources for Innovative Techniques and Engaging Strategies (SWRITES)* as a simplified guide? [a23]

How effective is the *Supplemental Writing Resources for Innovative Techniques and Engaging Strategies (SWRITES)* as a simplified guide [a24] to DepEd Region Office VII Program Owners/ BERF and Non-BERF Proponents [a25], in terms of increasing the number of crafted action research [SMC26] per Policy and Research Program?

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**Proposed Innovation, Intervention, or Strategy** [a27]

The AR proposal mentions the proposed innovation, intervention, or strategy to be tried out to address the problem or issue. It also outlines when and where the innovation, intervention, or strategy will be undertaken, and who will be involved. The activities undertaken are stated. In addition, the rationale, extent, and limitation of the intervention, innovation, or strategy should be explained in detail. Its plausibility as a way to address the problem or issue is given support. [a28]

**Pre-Implementation Phase.** [a29] **Accomplish the preliminary part of the research.** (The proponent/s analyze the priority needs, create the initial action research proposal/ craft or develop the innovation, intervention, strategy or material; accomplish the documentary attachments; present the proposal to the management; seek for endorsement and request for approval; complete the proposal based on the recommendations; submit the complete proposal for committee evaluation; edited the proposal based on the suggestions from the committee evaluation; submitted the edited proposal to the RRC together with the signed memorandum of agreement or MOA).

**Implementation Phase.** [a30] **Employ the strategy to the target participants.** (The proponent/s orient the research participants as to the study's nature, scope, and timeline; seek the participants' free, prior, and informed consent and address other ethical concerns; implement the strategy or employ the intervention or innovation; document the process of implementation, make appropriate changes and adjustments, and assess the progress using the strategy or intervention).

**Post Implementation Phase.** [a31] **Assess the effectiveness of the strategy.** (The proponent/s consolidate the results; tally and compute the data using the appropriate statistical tools; analyze and discuss the results; prepare the remaining parts of the report for completion; review the entire work and subject it to critiquing and evaluation; submit the paper to the research committee for final presentation; edit it based on the results of the final presentation; finalize the research report; disseminate and utilize the results; present the results and share the findings and recommendations for utilization; prepare for archival and online publication, etc).

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**Chapter 2**<sup>[a32]</sup>

**ACTION RESEARCH METHODS**<sup>[SMC33]</sup>

This chapter presents and discusses the research design, participants and/or other sources of data and information, data gathering methods, data analysis plan, and ethical considerations. These are explained in detail so that the researchers who will embark on similar work or endeavor can replicate the methods as they are planning to conduct or implement similar interventions.<sup>[a34]</sup>

**Research Design** <sup>[SMC35]</sup>

This research will employ a descriptive design as it shall discuss and describe the various parts of the research writing process and elaborate how to do them in a very simple and understandable language (Faryad, 2018). Descriptive analysis shall be applied to explain the basic features of the research writing process (Garcia & Fombona, 2015). Descriptive method is also very useful in providing basic summaries of the chapters and sections (Al Raqqad et al., 2017).

**Participants/ Sampling and/or Other Sources of Data/ Information**

<sup>[a36]</sup><sup>[a37]</sup>The AR proposal states the target participants and/or other sources of information (*ex: learners, teachers, teaching-related or non-teaching personnel: documents, realia, learners' products, others*<sup>[SMC38]</sup>). In addition, it provides the details (*number, characteristics, sampling procedure*<sup>[a39]</sup>) and/or other sources of data and information. The proponent also gives a clear rationale for their inclusion in the study.

**Data Gathering Procedure**

<sup>[a40]</sup>The AR proposal presents a general description of the method(s) to be employed for gathering the data. Details of the data gathering method(s) will be provided: the specific kinds of data, how and when they are collected (*ex: pretest and posttest scores*). Research instruments, if any, are described

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(*ex: test, scale, survey questionnaire, checklist, interview guide, others*). The paper also explains why the selected data gathering method is suited to the nature and purpose of the action research. In addition, the data gathering method should be aligned with the research question. Research instruments, if any, are appropriate for obtaining the desired kind of data/ information.<sup>[a41]</sup> Hence, the proponent needs to describe briefly the methods supported by references to research applying the methods in similar situations.

**Pre-Data Gathering.**<sup>[SMC42]</sup> What will you do before gathering the data?

**Actual Data Gathering.**<sup>[SMC43]</sup> How will you administer the tool? What are the possible sources of data? Who (office/ personnel) is responsible in gathering the data? How frequent will you gather these data?

**Post Data Gathering.**<sup>[SMC44]</sup> How will you gather or retrieve the data? How will you organize the gathered data? How will you manage and utilize the data? Who are the possible users of the data (internal and external) and what are the possible uses of these data?

#### Data Analysis Plan

<sup>[a45]</sup> The AR proposal presents a general description of how the to-be gathered data/ information will be analyzed. It provides the necessary details of the method(s) of the data analysis. Moreover, it specifies the techniques (*ex: quantitative/ statistical, qualitative, or both methods*), as well as tools (*ex: software*) to be employed. The selected method of data analysis should be appropriate to the nature of the data/ information that will be gathered and for addressing the research questions. Hence, the data analysis needs to be credible as it uses quantitative (*statistical*) and/or qualitative (*thematic analysis*) tools that are appropriate to the problem/issue and research design to analyze data. Thus, the proponent briefly describes the data analysis technique supported by references to research applying the analysis in similar situations.

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**Ethical Considerations**<sup>[SMC46]</sup>

The researcher(s) adhere strictly to the ethical guidelines and principles in conducting this study involving human subjects (students/ pupils/ learners), and vulnerable sectors. Moreover, the risk-benefit ratio will be properly weighed and assessed that the procedures conducted in school are still part of the routine activities and expected actions in the teaching-learning process. Hence, the study is ethically sound to begin with. The aspects below will also be ensured.

**Informed Consent.** It shall be made clear to the participants that their participation <sup>[a47]</sup>in the study is voluntary and that they are not compelled to participate should they believe that this it will be detrimental to their interest. Furthermore, the participants will be informed that the research is conducted solely for academic purposes and the data gathered from them shall be exclusively used for such purpose.

**Confidentiality Pledge.** The researcher(s) will ensure the confidentiality of the gathered data <sup>[a48]</sup>relative to the personal information of the participants of the study and that these shall not be disclosed to the public at any cause. This is being guaranteed by the following activities:

- The names of the participants will be replaced by codes.
- The sheet containing the name of the participants will be removed and be kept or destroyed when no longer needed for the research.
- The researcher is the only person who has the sole access to the code's master list.
- Files containing research data is password protected and encrypted to keep the data safe.

**Authorization to Access Private Information.** The interest of the participants will be protected by Republic Act 10173 also known as the Data Privacy Act of 2012, <sup>[a49]</sup>henceforth, any pertinent data or information of the participants of this study will not be accessed, transported, or copied without the approval and consent of the Regional Research Committee (RRC).

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**References**[a50][SMC51]

- American Psychological Association. (2020). *Publication manual of the American Psychological Association*[a52] (7th ed.). <https://doi.org/10.1037/0000165-000>
- American Psychological Association. (2022). *APA Style common reference examples guide*. <https://apastyle.apa.org/instructional-aids/reference-examples.pdf>.

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**APPENDICES**[SMCS3]

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**RESEARCH MANAGEMENT: WORK PLANS AND TIMELINES  
 FOR RESEARCH IMPLEMENTATION TEMPLATE**

1<sup>st</sup> Proponent : \_\_\_\_\_  
 2<sup>nd</sup> Proponent : \_\_\_\_\_  
 3<sup>rd</sup> Proponent : \_\_\_\_\_  
 Research Title : \_\_\_\_\_  
 \_\_\_\_\_

TASKS / ACTIVITIES	TARGET DATE	PERSON(S) RESPONSIBLE / INVOLVED
<b>Pre-Implementation Phase</b>		
1.		
2.		
3.		
4.		
<b>Implementation Phase</b>		
1.		
2.		
3.		
4.		
<b>Post Implementation Phase</b>		
1.		
2.		
3.		
4.		

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**RESEARCH MANAGEMENT: COST ESTIMATES FOR ACTION RESEARCH IMPLEMENTATION TEMPLATE**

Title of Action Research: \_\_\_\_\_

FIRST TRANCHE (80%)		ESTIMATED COST
ACTIVITIES / CATEGORIES	RESOURCES / MATERIALS	
<b>TOTAL FIRST TRANCHE</b>		PhP _____

**Prepared by:** \_\_\_\_\_

\_\_\_\_\_  
 Lead Proponent  
 Name & Signature

\_\_\_\_\_  
 2<sup>nd</sup> Proponent  
 Name & Signature

\_\_\_\_\_  
 3<sup>rd</sup> Proponent  
 Name & Signature

Date: \_\_\_\_\_

**Certified Correct:** \_\_\_\_\_

\_\_\_\_\_  
 Lead Proponent's Immediate Supervisor

\_\_\_\_\_  
 Representative from Finance Unit

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**RESEARCH MANAGEMENT: COST ESTIMATES FOR ACTION RESEARCH  
IMPLEMENTATION TEMPLATE**

Title of Action Research:

---

---

FIRST TRANCHE (20%)		ESTIMATED COST
ACTIVITIES / CATEGORIES	RESOURCES / MATERIALS	
TOTAL SECOND TRANCHE		PhP _____

**Prepared by:**

\_\_\_\_\_  
Lead Proponent  
Name & Signature

\_\_\_\_\_  
2<sup>nd</sup> Proponent  
Name & Signature

\_\_\_\_\_  
3<sup>rd</sup> Proponent  
Name & Signature

Date:

**Certified Correct:**

\_\_\_\_\_  
Lead Proponent's Immediate Supervisor

\_\_\_\_\_  
Representative from Finance Unit

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**RESEARCH MANAGEMENT: TRANSMITTAL LETTER FOR RESEARCH IMPLEMENTATION**

Date

**(Name of Schools Division Superintendent/ Regional Director)**  
Schools Division Superintendent/ Regional Director  
(Schools Division Office/ Regional Office)  
(Office Address)

**Sir/Madam/Dr. (Last Name of SDS/ RD),**

Greetings!

The undersigned will be conducting an **action / basic research study** with the title "**TITLE OF ACTION/ BASIC RESEARCH**" to address the **[specific CIGPs]** in **[classroom/school/district/division/region]**.

In this regard, the researcher(s) would like to ask approval from your good office to conduct the study in **(name of school/ district/ division/ region)** in the Division/ Region/ Department of **(name of office/ institution)**. Rest assured that the documents taken from the study participants/ respondents and research setting/ environment will be kept confidential.

I/ We am/ are looking forward for a favorable approval on this matter.

Very truly yours,

**NAME OF RESEARCHER(S)**

Approved:

**NAME OF SDS/ REGIONAL DIRECTOR**

Position/ Designation  
SDO/ RO

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**RESEARCH MANAGEMENT: APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR(S) OF THE PROPONENT(S) TEMPLATE**

**A. RESEARCH INFORMATION**

<b>RESEARCH TITLE</b>	
<b>SHORT DESCRIPTION OF THE RESEARCH</b>	
<b>RESEARCH AGENDA CATEGORY</b>	
<p><b>(Please check <u>only one</u>)</b>  <b>Main Themes</b></p> <ol style="list-style-type: none"> <li>1. Teaching and Learning           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Instruction</li> <li><input type="checkbox"/> b. Curriculum</li> <li><input type="checkbox"/> c. Learners</li> <li><input type="checkbox"/> d. Assessment</li> <li><input type="checkbox"/> e. Learning Outcomes</li> </ul> </li> <li>2. Child Protection           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Bullying</li> <li><input type="checkbox"/> b. Teenage Pregnancy</li> <li><input type="checkbox"/> c. Child Abuse</li> <li><input type="checkbox"/> d. Addiction</li> <li><input type="checkbox"/> e. Media Consumption</li> </ul> </li> <li>3. Human Resource Development           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Teaching and Non-Teaching Qualifications and Hiring</li> <li><input type="checkbox"/> b. Career Development</li> <li><input type="checkbox"/> c. Employee Welfare</li> </ul> </li> <li>4. Governance           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Planning</li> <li><input type="checkbox"/> b. Finance</li> <li><input type="checkbox"/> c. Program Management</li> <li><input type="checkbox"/> d. Transparency and Accountability</li> <li><input type="checkbox"/> e. Evaluation</li> </ul> </li> </ol>	<p><b>(Please check any, if applicable)</b>  <b>Cut-Across Themes</b></p> <ol style="list-style-type: none"> <li>1. Disaster Risk Reduction and Management (DRRM)           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Prevention and Mitigation</li> <li><input type="checkbox"/> b. Preparedness</li> <li><input type="checkbox"/> c. Response</li> <li><input type="checkbox"/> d. Rehabilitation and Recovery</li> </ul> </li> <li>2. Gender and Development (GAD)</li> <li>3. Inclusive Education</li> <li>4. Others (please specify): _____</li> </ol>
<p><b>(Please check <u>only one</u>)</b>  <b>RESEARCH SCOPE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> National</li> <li><input type="checkbox"/> Region</li> <li><input type="checkbox"/> Division</li> <li><input type="checkbox"/> District</li> <li><input type="checkbox"/> School</li> </ul>	<p><b>RESEARCH CATEGORY</b>  <b>(please check <u>only one</u>)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Action Research</li> <li><input type="checkbox"/> Basic Research</li> </ul>
<b>FUND SOURCE (e.g. BERF, SEF, others)*</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>	

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**B. PROPONENT INFORMATION**

**LEAD PROPONENT / INDIVIDUAL PROPONENT**

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BIRTHDATE (MM/DD/YYYY)		SEX:		POSITION:	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="checkbox"/> Male <input type="checkbox"/> Female		DESIGNATION: (if applicable)	
CONTACT NUMBER 1:		CONTACT NUMBER 2:		EMAIL ADDRESS:	
NAME OF SCHOOL / DISTRICT / OFFICE ASSIGNED				CONTACT NUMBER OF SCHOOL / DISTRICT / OFFICE	
ADDRESS OF SCHOOL / DISTRICT / OFFICE ASSIGNED				DIVISION	REGION
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>		TITLE OF THESIS / RELATED RESEARCH PROJECT			
SIGNATURE OF PROPONENT:					

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**For Approved Research Only: (Regional Research Committee Approval)**  
*DepED Payroll Account Recommended*

<b>BANK ACCOUNT NO.:</b>	<b>BANK NAME:</b>	<b>BANK BRANCH:</b>
--------------------------	-------------------	---------------------

**PROPONENT 2**

<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>MIDDLE NAME:</b>	
<b>BIRTHDATE (MM/DD/YYYY)</b>		<b>SEX:</b> <input type="checkbox"/> M <input type="checkbox"/> F	<b>POSITION:</b>		
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			<b>DESIGNATION: (if applicable)</b>		
<b>CONTACT NUMBER 1:</b>		<b>CONTACT NUMBER 2:</b>		<b>EMAIL ADDRESS:</b>	
<b>NAME OF SCHOOL / DISTRICT / OFFICE ASSIGNED</b>			<b>CONTACT NUMBER OF SCHOOL / DISTRICT / OFFICE</b>		
<b>ADDRESS OF SCHOOL / DISTRICT / OFFICE ASSIGNED</b>			<b>DIVISION</b>	<b>REGION</b>	
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> <i>enumerate from bachelor's degree up to doctorate degree</i>		<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>			
<b>SIGNATURE OF PROPONENT:</b>					

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**PROPONENT 3**

LAST NAME:		FIRST NAME:		MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)		SEX:	POSITION:	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="checkbox"/> M <input type="checkbox"/> F	DESIGNATION: (if applicable)	
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:		
NAME OF SCHOOL / DISTRICT / OFFICE ASSIGNED			CONTACT NUMBER OF SCHOOL / DISTRICT / OFFICE	
ADDRESS OF SCHOOL / DISTRICT / OFFICE ASSIGNED			DIVISION	REGION
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS / RELATED RESEARCH PROJECT			
SIGNATURE OF PROPONENT:				

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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

**IMMEDIATE SUPERVISOR'S CONFORME**

I/We hereby endorse the attached **RESEARCH PROPOSAL**. I/We certify that the proponent/s has/have the capacity to conduct a research study without compromising his/her/their office functions.

	<b>Lead Proponent's Immediate Supervisor</b>	<b>Second Proponent's Immediate Supervisor</b>	<b>Third Proponent's Immediate Supervisor</b>
<b>Full Name</b>			
<b>Position / Designation</b>			
<b>School / District / Office (SDO/FD)</b>			
<b>Signature</b>			
<b>Date</b>			

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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

**RESEARCH MANAGEMENT: DECLARATION OF ANTI-PLAGIARISM FORM**

1. I/We, \_\_\_\_\_, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of such work without proper acknowledgement and referencing
2. I/We hereby attest to the originality of this research proposal and has/ have cited properly all the references used. I/We further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I/We shall use appropriate citations in referencing other works from various sources.
3. I/We understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education, as stipulated in DO. No. 16, s 2017 entitled "Research Management Guidelines (RMG)."

	<i>Lead Proponent</i>	<i>Second Proponent</i>	<i>Third Proponent</i>
<b>Full Name</b>			
<b>Position / Designation</b>			
<b>School / District / Office</b>			
<b>Signature</b>			
<b>Date</b>			

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Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS

**RESEARCH MANAGEMENT: DECLARATION OF  
 ABSENCE CONFLICT OF INTEREST FORM**

1. I/We, \_\_\_\_\_, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my/our judgement in evaluating, conducting, or reporting research.
2. I/We hereby declare that I/We do not have any personal conflict of interest that may arise from my/our application and submission of my/our research proposal. I/We understand that my/our research proposal may be returned to me/us if found out that there is conflict of interest during the initial screening as per item A(ii), Section V(B) of the Research Management Guidelines.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my/our research. I/We will duly report it to the research committee for immediate action.
4. I/We understand that I/We may be held accountable by the Department of Education and (insert grant mechanism) for any conflict of interest which I/We have intentionally concealed.

	<i>Lead Proponent</i>	<i>Second Proponent</i>	<i>Third Proponent</i>
<b>Full Name</b>			
<b>Position / Designation</b>			
<b>Division / District/ School/ Unit/ Office</b>			
<b>Signature</b>			
<b>Date</b>			

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 REGION VII - CENTRAL VISAYAS

**RESEARCH MANAGEMENT: RESEARCH PROPONENT(S) PROFILE TEMPLATE**

Last Name:		<b>PASTE YOUR PICTURE HERE</b>
First Name:		
Middle Name:		
Sex:		
Date of Birth:		
DepEd Email Address:		

**Personal Background:**

Current Address:			
Provincial Address:			
Contact Number 1:			
Contact Number 2:			
Bachelor Degree/s:			
Number of Years in DepEd:		Number of BERF/ Non-BERF Researches:	

**Work Information:**

Region:		Division:	
Position:		Designation: (If Applicable)	
Name of School / District / Office assigned:		Name of Immediate Superior:	
Address of School / District / Office assigned:		Contact number of School / District / Office:	
Email Address of Immediate Superior:		Contact Number of Immediate Superior:	

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**Major Accomplishments: [for the last Three (3) Years**

Related Trainings Conducted	
1	
2	
3	
4	

Awards / Recognition Received	
1	
2	
3	
4	

Membership in Organization	
1	
2	
3	
4	

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**RESEARCH MANAGEMENT: ASSESSMENT CHECKLIST  
 FOR ACTION RESEARCH PROPOSAL**

Research Title: : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1<sup>st</sup> Proponent : \_\_\_\_\_  
 2<sup>nd</sup> Proponent : \_\_\_\_\_  
 3<sup>rd</sup> Proponent : \_\_\_\_\_  
 Division : \_\_\_\_\_  
 District (Optional) : \_\_\_\_\_  
 School : \_\_\_\_\_  
 \_\_\_\_\_

<b>ACTION RESEARCH PROPOSAL</b>			
Section	Yes	No	Remarks
Title Page			
Table of Contents			
<b>Chapter 1: INTRODUCTION</b>			
Context and Rationale			
Action Research Question			
Proposed Innovation, Intervention, and Strategy			
<b>Chapter 2: ACTION RESEARCH METHODS</b>			
Research Design			
Participants and/or other Sources of Data and Information			
Data Gathering Method			
Data Analysis Plan			
Ethical Considerations			
<b>REFERENCES</b>			
<b>APPENDICES</b>			
A. Action Research Questionnaire/ Tool			
B. Work Plans and Timelines for Research Implementation			
C. Cost Estimates for Action Research Implementation Template			
D. Plans for Dissemination, Utilization, and Advocacy			
E. Transmittal Letter Form for Research Implementation			
F. Application Form and Endorsement of Immediate Supervisor(s) of the Proponent(s) Template			
G. Declaration of Anti-Plagiarism Form			
H. Declaration of Absence of Conflict of Interest Form			
I. Research Proponent(s)' Profile Template			
J. Criteria Guide for Appraising Action Research Proposal			

Checked and Verified: \_\_\_\_\_

Noted: \_\_\_\_\_

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Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

**RESEARCH MANAGEMENT: CRITERIA GUIDE FOR APPRAISING  
 ACTION RESEARCH PROPOSAL**

Name of Proponent(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Title of Study \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Division \_\_\_\_\_

District/ School/ Unit/ Office \_\_\_\_\_

Type of Research \_\_\_\_\_  
 \_\_\_\_\_

General Instruction: Rate the research proposal based on the criteria provided. Kindly write your rating on score column.						
Main Criteria	Sub-Criteria	Increasing Levels of Quality and Their Descriptions				Score
Rationale of the Action Research (30 points)	Context	Not described (0 pts)	The action research proposal presents a general description of the problem or issue as its focus of inquiry. (8 pts)	The educational relevance and timeliness of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained. (12 pts)	The nature, extent and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (15 pts)	
	Proposed Intervention, Innovation, Strategy	Not presented (0 pts)	The action research proposal mentions an intervention, innovation or strategy to be tried out to address the problem or issues. (8 pts)	The proposal outlines when and where the intervention, innovation or strategy will be undertaken, and who will be involved. Activities to be undertaken are stated. (12 pts)	The rationale, extent and limitation of the intervention, innovation or strategy are explained in details. Its plausibility as way to address the problem or issues is given support. (15 pts)	

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General Instruction: Rate the research proposal based on the criteria provided. Kindly write your rating on score column.

Main Criteria	Sub-Criteria	Increasing Levels of Quality and Their Descriptions			Score	
<b>Action Research Question (s)</b> (30 points)		Not stated (0 pts)	The action research proposal has a stated aim, objective, or general research question/s. (15 pts)	The research question/s specifies the action research variable/s or the focus of inquiry. Key elements of the research question/s are reflected in the title of the proposal. (25 pts)	The research question/s logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue, and covers the desired change or improvement. (30 pts)	
<b>Action Research Methods</b> (30 points)	<i>Participants and/or other Sources of Data and Information</i>	Not stated (0 pts)	The action research proposal states the target participants and/or other sources of data and information. (ex: learners, teachers, documents, realia, learner's products, others) (5 pts)	Details are provided about the target participants. (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 pts)		
	<i>Data Gathering Methods</i>	Not described (0 pts)	The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 pts)	Details of the data gathering method(s) are provided: the specific kinds of data, how and when they will be collected (ex: pretest and posttest scores). Research instruments, if any, are described (ex: test, scale, survey questionnaire, checklist, interview guide, others). (8 pts)	The proposal explains why the selected data gathering method(s) is suited to the nature and purpose of the action research. The data gathering method/s is aligned with the research question/s. Research instruments, if any, are appropriate for obtaining the desired kind of data/information. (10 pts)	
	<i>Data Analysis Plan</i>	Not stated (0 pts)	The action research proposal presents a general description of how the gathered data/information will be analyzed. (5 pts)	Details of the method/s of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 pts)	The selected method of data analysis is shown to be appropriate to the nature of the data/information to be gathered and for addressing the research question/s. (10 pts)	
<b>Action Research Work Plan and Timelines</b> (5 points)	--	Not included (0 pts)	The action research proposal includes a list of major activities and their timelines (3 pts)	A detailed work plan is provided covering start to completion of the action research. Timelines are realistic and show concretely how the action research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretized ideas into clear and sequential steps to be undertaken. (5 pts)		
<b>Cost Estimates</b> (5 points)	--	Not included (0 pts)	The action research proposal includes a list of major items and their estimated cost. The total cost is shown. (3 pts)	A detailed breakdown of items with their corresponding cost is furnished. The items and costs reasonably reflect the funding needs of the action research and adhere to the BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he be accountable for. (5 pts)		
<b>Total Score</b>						
<hr/> <i>Signature over Printed Name of Evaluator</i>						
<b>Position</b>						
<b>Date Signed</b>						

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**Department of Education**  
 REGION VII - CENTRAL VISAYAS

## RESEARCH MANAGEMENT: COMPLIANCE CHECKLIST FOR ACTION RESEARCH PROPOSALS

<b>Lead Proponent:</b> _____ <b>2<sup>nd</sup> Proponent:</b> _____ <b>3<sup>rd</sup> Proponent:</b> _____ <b>Division:</b> _____	<b>Title:</b> _____ _____ _____
--	---------------------------------------

Elements/Areas	Suggestions/ Recommendations/ Corrections	Compliance (Indicate Page Number, Paragraph)	Remarks
Format			
Title			
Title Page			
Table Contents			
Chapter 1: Introduction	Context and Rationale		
	Action Research Question		
	Proposed Innovation, Intervention, and Strategy		
Chapter 2: Action Research Methods	Sampling/ Participants and/or Other Sources of Information		
	Data Gathering Procedure/ Methods		
	Data Analysis Plan		
	Ethical Considerations		
References			

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Elements/Areas	Suggestions/ Recommendations/ Corrections	Compliance (Indicate Page Number, Paragraph)	Remarks
Appendices	A. Action Research Questionnaire/ Tool		
	B. Work Plans and Timelines for Research Implementation		
	C. Cost Estimates for Action Research Implementation Template		
	D. Plans for Dissemination, Utilization, and Advocacy		
	E. Transmittal Letter Form for Research Implementation		
	F. Application Form and Endorsement of Immediate Supervisor(s) of the Proponent(s) Template		
	G. Declaration of Anti-Plagiarism Form		
	H. Declaration of Absence of Conflict of Interest Form		
	I. Research Proponent(s) Profile Template		

Prepared by:

<i>Lead Proponent</i>	<i>Second Proponent</i>	<i>Third Proponent</i>

Complete	
Incomplete	
Date:	

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**Department of Education**  
REGION VII - CENTRAL VISAYAS

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**RESEARCH MANAGEMENT: LETTER OF APPROVAL OF RESEARCH PROPOSAL TEMPLATE**

*[insert date]*

Mr./Ms. \_\_\_\_\_

\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

Greetings!

This refers to the research proposal you submitted to the *[insert governance level]* for possible funding under the *[insert fund source]*.

The Research Committee has carefully evaluated the final research proposal entitled \_\_\_\_\_ based on the criteria prescribed in the Research Management Guidelines (RMG) and we are pleased to inform you that the said research proposal was **approved for implementation**.

In this regard, may we invite you to the *[insert name of office or venue of orientation]* on *[insert orientation date]* for an orientation regarding the implementation of your research proposal. Further, this will also be the venue for the signing of the Memorandum of Agreement (MOA) which will contain the details of your engagement.

For clarifications and any concerns, kindly contact *[insert contact office, focal person, and contact details]*.

We look forward to the successful implementation of your research. Thank you very much!

Very truly yours,

**RESEARCH COMMITTEE CHAIR**

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Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

**RESEARCH MANAGEMENT: MEMORANDUM OF AGREEMENT  
 (MOA) FOR RESEARCH TEMPLATE**

**KNOW ALL MEN BY THESE PRESENTS:**

This Memorandum of Agreement (MOA) entered into in the City of Cebu, Philippines by and between:

[NAME OF GRANTEE], Filipino citizen of legal age with postal address at [SCHOOL/OFFICE/DIVISION/REGION] his/her email address: [INSERT EMAIL ADDRESS] hereinafter referred to as GRANTEE.

and

DEPARTMENT OF EDUCATION-[INSERT GOVERNANCE LEVEL], a national government agency duly organized and created under the existing laws of the Republic of the Philippines with Office address at [INSERT OFFICE ADDRESS], represented by its Regional Director in his capacity as the Consultant of the Regional Research Committee (RRC), [INSERT NAME AND POSITION] hereinafter referred to as DepEd.

**WITNESSETH: That,**

**WHEREAS,** DepEd aims to promote an environment conducive to the ideal of evidence decision-making through the conduct of various research initiatives across all governance levels;

**WHEREAS,** DepEd has promulgated DepEd Order No. 16, s. 2017 otherwise known as the Basic Education Research Management Guidelines and thereby instituted the Basic Education Research Fund (BERF) as a funding facility for potential research studies to be conducted by eligible DepEd personnel;

**WHEREAS,** the GRANTEE is [INSERT POSITION] of the Department of Education assigned at [INSERT SCHOOL/OFFICE/DIVISION/REGION],

**WHEREAS,** the GRANTEE submitted their research proposal, entitled

**[INSERT TITLE OF THE RESEARCH PROPOSAL]**

and has been evaluated and approved according to the guidelines prescribed in DepEd Order No. 16, s. 2017.

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NOW, THEREFORE, DepEd and the GRANTEES (collectively known as the PARTIES) agree as follows:

**ARTICLE I  
SCOPE AND DURATION OF THE AGREEMENT**

**Section 1.1.** All the activities in the approved research proposal shall be conducted in the [national/ regional/ division/ district/ school] in scope and [insert six months to one year depending on the scope and approved timeline] - based. The work plan of the approved research proposal is attached as Annex of this agreement.

**Section 1.2.** The implementation of the research study will last for [insert six months to one year depending on the scope and approved timeline] as approved.

**Section 1.3.** Any deviation from the original and approved research proposal will be immediately communicated to the [insert Research Committee] by the GRANTEE. All major changes warrant the approval of the Research Committee. The approved research topic cannot be changed by the GRANTEE at any point during the study.

**Section 1.4.** In the event that the GRANTEE sees the need for an extension, a letter requesting for an extension with justification will be submitted to the Regional Research Committee (RRC). Reasons which will be considered valid for the grant of extension which will be decided by the Regional Research Committee include illness of the grantee, calamities, disasters, and other similar circumstances. The request of extension will be approved provided there will be no additional cost to DepEd. The GRANTEES will be allowed a period not exceeding [insert six months to one year depending on the scope and approved timeline] of extension as per Research Management Guidelines.

**Section 1.5.** In cases of unforeseen circumstances defined in DepEd Order No. 16, s. 2017 which necessitates the cessation of the research, the GRANTEE shall write a letter to the Regional Research Committee with justification and documentary support.

**ARTICLE II  
OBLIGATIONS OF THE PARTIES**

**Section 2.1.** The total cost of the approved research proposal is [insert total cost of research proposal]. DepEd will release payment to the GRANTEES in [insert number] provided that the GRANTEE will submit all the expected outputs.

**Section 2.2.** The GRANTEE will be responsible for the following:

- a) conduct the research as approved in his/her research proposal;
- b) submit all the required outputs to DEPED as per approved timeline;
- c) ensure that the conduct of research will follow the highest standards of ethics to protect our learners and the community;

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- d) disclose any conflict of interest (possible or actual) that may arise during the conduct of the research;
- e) ensure that all funds provided will be spent as per approved cost estimates;
- f) submit periodic report to the research committee on the status of the conduct of his/her research study;
- g) discuss the results and findings and its recommendations in appropriate venues; and
- h) disseminate and utilize the results in various settings across levels of governance.

**Section 2.3.** DepEd will be responsible for the following:

- a) ensure the timely release of research funds for the GRANTEES,
- b) evaluate thoroughly the submitted deliverables of the GRANTEES;
- c) provide technical assistance to the GRANTEES as per monitoring and evaluation results and as requested by the GRANTEES;
- d) monitor the progress of the research proposal;
- e) conduct due diligence in evaluating and approving deliverables; and
- f) assist in providing venues for dissemination of the completed research.

### ARTICLE III SPECIAL PROVISIONS

**Section 3.1. Authorship and Ownership.** The GRANTEES will be the sole author of the research. (The study funded under BERF will be co-owned by the author/s and DepEd.) Written permission from the [insert Research Committee] is required when the research will be presented in research conferences, forums, and other related events, or be published in research journals and bulletins. Also, in these presentations or publications, the GRANTEES must duly acknowledge the funding source/s for the study.

**Section 3.2. Plagiarism, Fraud, and Conflict of Interest.** The GRANTEES will ensure that the research proposal and final report submitted are original works. Appropriate referencing and citation must be included in the submitted deliverables. Further, the GRANTEES will ensure that there will be no conflict of interest during the conduct of the research. The GRANTEES shall submit declarations of anti-plagiarism and absence of conflict of interest.

Any act of fraud and plagiarism will be dealt with accordingly. Further, if the GRANTEES committed plagiarism or any form of fraud, he or she will be blacklisted from availing any other research grant mechanism in the Department.

**Section 3.3. Failure to Complete Research Proposal.** In the event that the GRANTEES fails to complete and submit the deliverables, the research proponent will be required to return the total amount of research fund he has received during the course of the implementation.

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**Section 3.4. Effectivity and Termination of MOA.** The MOA will take effect on the date of signature of both the GRANTEES and DEPED and will end upon the submission of all deliverables and release of the funds. This MOA shall also be terminated under sections 1.5, 3.2, and 3.3 or any circumstances that will lead to the non-completion of the research.

IN WITNESS WHEREOF, the parties have affixed their signatures on [insert date] at [insert location]

GRANTEE/S:

**NAME OF LEAD PROPONENT AND SIGNATURE**

Position of the Grantee

**NAME OF 2<sup>ND</sup> PROPONENT AND SIGNATURE**

Position of the Grantee

**NAME OF 3<sup>RD</sup> PROPONENT AND SIGNATURE**

Position of the Grantee

For DepEd:

\_\_\_\_\_  
Regional Director  
Consultant, Regional Research Committee

WITNESSED BY:

\_\_\_\_\_  
Chief, Finance Division  
(Availability of Funds)

\_\_\_\_\_  
Assistant Regional Director  
Chair, Regional Research Committee

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Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

### CERTIFICATE OF ACCEPTANCE

*This is to certify that the following proponents have fully completed and submitted the requirements of ACTION RESEARCH under the Basic Education Research Fund (BERF) Grant as approved by the Regional Research Committee (RRC).*

Name of Proponent(s)	Name of Division	Name of School/ Station

*For the submission of the research paper entitled:*

--

Tranches	Research Deliverables and Documentary Attachments	Yes	No	Remarks
<b>First</b>	Work Plan/ Research Proposal			
	Certificate of Acceptance for Deliverables			
	Copy of MOA			
<b>Second</b>	Research Report/Progress Report			
	First Tranche Liquidation Document			
	Certificate of Acceptance			
<b>Completion</b>	Copy of MOA			
	Research Report (Final Report)			
	Second Tranche Liquidation Document			
	Certificate of Similarity Index (Turnitin)			
	Certification of Results' Dissemination			
	Certification of Results' Utilization			
	Quality Control Checklist (QCC)			

Checked and Verified:	Approved:
<b>SHEENA MAE T. COMIGHUD EdD</b>	<b>BENJAMIN D. TIONGZON DPA</b>
<i>Regional Research Coordinator</i>	<i>Co-chair, RRC</i>
Education Program Specialist II	Chief Education Supervisor, PPRD

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Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

**RESEARCH MANAGEMENT: PROGRESS MONITORING FORM  
 FOR APPROVED BERF RESEARCH STUDIES**

As of May 2024

Region/Division	FY 2024					
	No. of Received Proposals	No. of Approved Proposals	No. of Ongoing Research	No. of Completed Research	Total Obligated PRP Funds (FY2024-Current) as of May 2024	Total Obligated PRP Funds (FY____-Continuing) as of
<b>Region VII, Total</b>	<b>77</b>	<b>77</b>	<b>77</b>		<b>800,000.00</b>	
1 Bais City	4	4	4		40,000.00	
2 Bayawan City	4	4	4		40,000.00	C
3 Bogo City	3	3	3		40,000.00	
4 Bohol	4	4	4	O	40,000.00	O
5 Canlaon City	4	4	4		40,000.00	
6 Carcar City	4	4	4	N	40,000.00	N
7 Cebu City	4	4	4		40,000.00	
8 Cebu Province	5	5	5	G	50,000.00	T
9 City of Naga	4	4	4		40,000.00	
10 Danao City	4	4	4	O	40,000.00	I
11 Dumaguete City	4	4	4		40,000.00	
12 Guihulngan City	4	4	4	I	40,000.00	N
13 Lapu-Lapu City	2	2	2		30,000.00	
14 Mandaue City	4	4	4	N	40,000.00	U
15 Negros Oriental	2	2	2		30,000.00	
16 Siquijor	4	4	4	G	40,000.00	I
17 Tagbilaran City	5	5	5		50,000.00	
18 Talisay City	4	4	4		40,000.00	N
19 Tanjay City	4	4	4		40,000.00	
20 Toledo City	4	4	4		40,000.00	G

**20% of the Policy and Research Program Fund (PhP 200, 000.00)**

- Orientation-Workshop on Research and Innovation (PhP 50, 400.00)
- Collaborative Writeshop on DepEd ROVII's Research Bulletin (PhP 50, 400.00)
- Validation Workshop on DepEd ROVII's Research Bulletin (PhP 40, 320.00)
- Research and Innovation Conference 2024 (PhP 58, 880.00)

BERF Fund to-be-downloaded to SDOs (20 SDOs)  
PhP 800, 000.00

Prepared by:

**SHEENA MAE T. COMIGHUD EdD**  
Regional Research Coordinator

Noted:

**BENJAMIN D. TIONGZON DPA**  
RRC Co-Chair/ CES, PPRD

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